



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, January 21, 2021 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

**Zoom Meeting Details:
Please click this URL to join.**

<https://sanbruno-ca-gov.zoom.us/j/92531362684>

**Password:
531721**

**Or join by phone:
US: +1 669 900 9128
Meeting ID:
925 3136 2684**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlfs, Vice Chair Pamela Gamble, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, Melodie Tobin.
 2. **PLEDGE OF ALLEGIANCE:**
 3. **REVIEW OF AGENDA:**
 4. **ACCEPTANCE OF THE MINUTES:** November 19, 2020
 5. **CONSENT CALENDAR:**
 6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
 7. **UNFINISHED BUSINESS:**
 8. **NEW BUSINESS:**
 - a. Receive Presentation From San Bruno Police Chief, Ryan Johansen (Oral)
 - b. Conduct Election of Officers for 2021
 - c. Receive Report Out From Chair Rohlfs Regarding Annual Report to City Council (Oral)
 - d. Approve 2021 Meeting Schedule
 - e. Approve Stipend for Artists Selected for Community Art Gallery Display
 9. **ITEMS FROM COMMISSION MEMBERS:**
 - a. Commissioner Puccini – SWA Gallery open Wednesday-Saturday 11-3. SWA demos available free of charge on YouTube.
 10. **ITEMS FROM STAFF:**
 11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, February 18, 2021 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Culture and Arts Commission November 19, 2020

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlfs called the meeting of the Culture and Arts Commission to order at 6:35 p.m. Commissioners Present: Chair Rohlfs, Jeanne George, Pamela Madden, Janet Monaghan, Judith Puccini, and Melodie Tobin. Excused Absence: Vice Chair Gamble. Staff Present: Barbara Bruxvoort, Wilma Lee, Ann Mottola, and Tim Wallace.
2. **PLEDGE OF ALLEGIANCE:** Chair Rohlfs led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** Superintendent Wallace asked for New Business to be placed ahead of Unfinished Business. Unanimously approved.
4. **ACCEPTANCE OF MINUTES:** Minutes from October 15, 2020. **MSC Madden/Puccini.** Accepted 5-0-1.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:**
Mayor Rico Medina thanked the Commission for everything that they do and for their passion. He thanked staff for doing more with fewer and for thinking outside of the box. He wished everyone a safe Thanksgiving.
7. **UNFINISHED BUSINESS:**
 - a. Discuss potential of 2021 holidays home decorating contest – **Chair Rohlfs** stated that the Parks & Recreation Department is currently doing a version of what she had in mind. **Director Mottola** suggested that the different divisions in Community Services partner to enhance department events. Commissioners decided to judge the decorated homes. Chair Rohlfs, Commissioner Monaghan, and Commissioner Puccini will be the judges.
 - b. Review report on Library Art Gallery Refurbishment – **Superintendent Wallace** discussed an integrated lighting system as an option. **Director Mottola** explained lighting in galleries. She suggested that this would add a lot of hardware and might unintentionally compete with art and distort the way it is lit. Commission decided to move forward and present refurbishment project to City Council for up to \$20,000. **MSC Tobin/Monaghan.** Accepted 6-0.
8. **NEW BUSINESS:**
 - a. Introduction of Ann Mottola, Community Services Director – **Director Mottola** stated she is thrilled to be in San Bruno. Her background is in fine arts so she is really excited to support this commission. She is looking forward to getting to know everyone.

- b. Receive Presentation and Discuss Potential for San Bruno StoryWalk – **Library Services Manager Bruxvoort** explained StoryWalk is a method of combining books with an outside art experience in a park. If San Bruno were to implement, the theme would in line with the Summer Reading program. Commission discussed if this could be done at multiple parks, what age groups this would attract, and if drawings from other municipalities could be shared. Idea was favorably received. A more detailed proposal will be presented to the Commission in January.

9. **ITEMS FROM COMMISSION MEMBERS:** None.

10. **ITEMS FROM STAFF:**

- a. Recreation and Aquatic Center Advisory Committee Update – **Superintendent Wallace** stated that Commissioner George and Commissioner Tobin are on the subcommittee along with two Parks & Rec commissioners. They make recommendations for art for the new center. The subcommittee will be meeting in December.

11. **ADJOURNMENT:** With no other business to be conducted, **Chair Rohlf**s adjourned the meeting at 7:32 p.m.

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CITY OF SAN BRUNO

Community Services Department

DATE: January 21, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Election of Officers for 2021

BACKGROUND:

According to the Culture and Arts Commission By-Laws, the Commission shall elect a Chair and Vice-Chair in January each year.

DISCUSSION:

The Commission will discuss and elect a Chair and Vice-Chair from amongst its members for 2021.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



CITY OF SAN BRUNO

Community Services Department

DATE: January 21, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Approve 2021 Meeting Schedule of the Culture and Arts Commission

BACKGROUND:

At the beginning of each calendar year, the Commission is provided with the draft schedule of the upcoming year's meeting calendar.

DISCUSSION:

The proposed 2021 meeting schedule is as follows:

January 21
February 18
March 18
April 15
May 20
June 17
July 15
August 19
September 16
October 21
November 18
December 16

All Regularly scheduled meetings are scheduled at 6:30 p.m. and are held virtually via Zoom or in-person at City Hall in Conference Room 115.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



DATE: January 21, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Stipend for Community Art Gallery Artists

BACKGROUND:

For the past 12 years the Culture and Arts Commission has approved artists to display their works at the Community Art Gallery located at the San Bruno Library. There has never been a monetary payment to artists to display their works.

Over the past few years there has been a noticeable drop in the number of artists submitting works for consideration. For example, in 2017 there were 20 entries, while 2018 had nine entries, 2019 had 14 entries and 2020 had seven entries. Please note that 2020 submissions were due prior to the March shelter-in-place orders due to COVID-19.

DISCUSSION:

In order to encourage more artists to submit works for consideration in the Community Art Gallery program, staff is proposing paying a \$250 stipend to each artist selected by the Commission to display their works at the Community Art Gallery.

Typically, there are three artists selected to display their works for four months each. In this case, the total amount of funds provided to artists over one fiscal year would be \$750. However, there are rare instances of artists being selected who have relatively few works to display. In this case, an effort is made to have two artists display their works simultaneously. Consequently, there is potential to expend up to \$1,500 in one fiscal year if two artists were selected for each of the three display periods. This has never happened before, but because the potential exists, it is being noted here.

FISCAL IMPACT:

Minimum \$750 per fiscal year
Maximum \$1,500 per fiscal year

ATTACHMENTS:

None.